

APPLICATION FOR ENDORSEMENT OR ENDORSEMENT PLAN (SAEP)

Introduction to Information Technology Endorsement

This endorsement only attaches to Secondary Licenses, CTE Licenses or CTE/APP Licenses
Documentation must be attached to verify applicable course work and requirements

Last Name	First Name	Middle Name	Date	CACTUS ID #
Home Address			City	State
			Zip	Work Phone ()
Email Address			Home Phone ()	
Current Teaching/License Status				
<input type="checkbox"/> Not Teaching OR Teaching at: (School)_____ (District)_____				
Educator License(s) held: <input type="checkbox"/> Secondary Education <input type="checkbox"/> Career & Technical (CTE) <input type="checkbox"/> CTE/APP				
Check only one	<input type="checkbox"/> I am requesting the Introduction to Information Technology endorsement. All course work and requirements have been completed and the appropriate documentation is attached. An endorsement evaluation fee of \$40.00 is enclosed.			
	<input type="checkbox"/> I am submitting a plan (SAEP) for the Introduction to Information Technology endorsement. Course work and requirements will be completed within the time frame identified in the plan (one year). An endorsement evaluation fee of \$40.00, paid by my School District , is enclosed.			

OR

This endorsement authorizes the instructor to teach the following approved Information Technology courses:
Introduction to Information Technology

Course Work			
Required	Verification of 40 hours of an Introduction to Information Technology workshop, or Endorsements in all 4 areas of Information Technology: (Minimum of endorsements in 2 IT areas for SAEP)	Date to be Completed (1) Information Support & Services – Database Development, Computer Repair, or Linux; (2) Interactive Media – Multimedia, or Web Development; (3) Network Systems – CNA, CCNA, MCP, Network Fundamentals; (4) Computer Programming.	Date Completed
	Portfolio of one original unit of instruction that could be used in teaching an Introduction to IT class (include: standards and objectives, presentations, handouts, activities, labs, rubrics, quizzes, tests, projects, etc.)	Date to be Completed	Date Completed

Signature of Applicant	Date
X	
Submit completed application and official transcripts or other documentation to: Stephanie Ferris, USOE Educator Licensing, 250 East 500 South, PO Box 144200, Salt Lake City, UT 84114-4200, Phone: (801) 538-7752 \$40.00 Endorsement Fee or \$40.00 SAEP fee must be included with this application	

----- **Information below to be completed by USOE personnel** -----

Endorsement Recommended	Introduction to Information Technology	SAEP Approved for one year
		CTE Specialist Signature _____ Date _____
		Endorsement Awarded
		CTE Specialist Signature _____ Date _____